

EV MGT SECURITY

A. ACCESS

- A.1 It is the responsibility of the evidence staff to ensure the integrity of the evidence and confidential information within the secure area.
- A.2 Access to the secure evidence area is limited to personnel with keys, escorted lab personnel with legitimate reason for being within the secure area, and those authorized by the Director.
- A.3 The secure evidence area is that area within the fence to the dutch door.

B. VISITORS' LOG

- B.1 A log will be kept of all non-evidence personnel entering the secure evidence area.

C. SETTING ALARM

- C.1 It is the responsibility of the evidence staff to set the evidence alarm at the close of the day.
- C.2 Issues with the setting or disarming of the alarm will be documented and the supervisor notified in writing.

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